Mayor & Board of Aldermen – Regular Meeting

Meeting Minutes

May 21, 2026

Present: Mayor Adrian Wiggins
Vice Mayor Cates, Aldermen Bailey, Campbell and LaBudde

Prayer and Pledge of Allegiance to the American Flag

1. **Call to order by Mayor Wiggins**

2. **Establish Quorum**

Alderman Austin - absent

3. **Prayer & Pledge of Allegiance to the American Flag**

4. **Approval of Agenda**

Town Manager Ellis requested two (2) resolutions be added to the agenda:

1. Resolutions 26-33 and 26-34, under *XV Consideration of Resolutions: New Business*

Alderman LaBudde made a motion to approve the agenda as amended. Alderman Campbell seconded the motion. All in favor, none opposed. The motion passed.

5. **Reading and Correction/Approval of Minutes**

A. April 16, 2026 – Beer Board Meeting Minutes

Vice Mayor Cates made a motion to approve the April 16, 2026 Beer Board Meeting minutes. Alderman LaBudde seconded the motion. All in favor, none opposed. The motion passed.

B. April 16, 2026 – Regular Meeting Minutes

Town Manager Ellis made the Board aware of a correction in a resolution passed during the April 16, 2026 meeting, stating the resolution number had been previously used. Resolution 26-19 *"Professional Services Agreement with A2H for Municipal Complex Pre-Design Services"* – the corrected number should be changed to Resolution 26-32.

Vice Mayor Cates made a motion to approve the April 16, 2026 Regular Meeting minutes. Alderman LaBudde seconded the motion. All in favor, none opposed. The motion passed.

C. May 7, 2026– Work-Session Meeting Minutes

Vice Mayor Cates made a motion to approve the May 7, 2026 Work-Session minutes. Alderman Bailey seconded the motion. All in favor, none opposed. The motion passed.

6. Special Item: Recognition of Eagle Scout Henry Livesay

Mayor Wiggins officially recognized Henry Livesay on the completion and earning of an Eagle Scout Badge, noting it is the highest rank offered in Boy Scouts. The Mayor pointed out Mr. Livesay chose to perform his Eagle Scout Project, benefiting Oakland by restoring the community library available to the local community, located at City Hall.

7. Citizens' Comments:

Richard Olsen – Burr Oak – spoke regarding Resolution 26-25 - Subdivision Inspection Agreement stating the copy he saw did not have a cost per lot and asked what that cost might be.

Mr. Olsen then referred to the FY 27 Budget Ordinance 26-03 – reiterating his concerns related to the Industrial Development Board, questioning the towns payment of IDB invoices after the IDB was legally identified and setup as a separate entity.

Roy Neuhauser – Countryside Drive – expressed his concerns related to distilled liquors being sold near schools, churches, etc., pointing out the new Margarita's Restaurant is adjacent to Oakland Elementary School. He continued stating that cities and towns regulated the distance requirements of the Beer permits. He found that past Oakland Mayor and Board of Aldermen amended the ordinance, by removing the 250 ft. requirement. He urged the Board to consider looking into this matter and rectify the issue at hand.

Jason Cici – Bo Tisdale – addressed the Board of Mini-mall clean up and litter on Hwy 64.

8. Communications from the Mayor

Mayor Wiggins, referring to Mr. Cici's comment, stated Community Service is welcome in Oakland.

The mayor called on Attorney Minor to comment on Mr. Neuhauser's concern. Attorney Minor confirmed the liquor is regulated by the state, the distance is set by the municipality; and beer is regulated by the municipality. Alderman Cates inquired of the distance from the restaurant to the school.

Mayor Wiggins concluded by wishing everyone a Happy Memorial Day Weekend.

9. Communication from the Aldermen

Alderman Campbell announced and invited all to attend the Veterans Memorial that will be held on May 25th at Cypress Creek Park. The event will be held rain or shine.

Alderman Bailey gave kudos to Public Works Department for the road work on the northside of the park.

Vice Mayor Cates expressed thanks to the Finance Department in the work they performed in achieving a good FY 2025 Audit.

10. Department Head Reports

Water Director Armstrong updated the Board of an inoperable well pump, requiring it to be manned 24/7. It is expected to take approximately 2 weeks before the pump to be reinstalled.

Director Armstrong spoke on the town's Annual Quality Report, reporting that while reviewing it, indicated that 2 sampling periods were missed last year. Since then, both have been pulled, with 1 testing result coming back as "everything is fine" and still waiting on the second test. This oversight triggered a Tier 3 Notice of Violation requiring Public Notification to Oakland Water customers of the violation. While this violation did not sustain any fines or fees, the public disclosure is mandatory. The Oakland Quality Report for 2025 is posted on the Town's website, a link is provided on the utility bills and is available at the Oakland Water Department.

Public Works Director Mullins reported the paving project is underway, expected to be completed within the next 2 weeks.

Alderman Campbell inquired of Parks Director Weston of the condition of Cypress Creek Park, related to a social media post, stating that West Jr. High plays/practices baseball there. Mr. Weston assured the Board that he has not been approached by West Jr. High to use the baseball fields and further stated the fields were set up for soccer use.

11. Town Manager's Report

Town Manager Ellis reiterated Alderman Campbell's remarks in encouraging everyone to attend Oakland's first Memorial Day Ceremony on Monday, May 25th at 10am.

Mr. Ellis reported the work at the new park is beginning to wrap up and invited anyone interested to stop by. He announced the first planned event at the new park will be the Annual 4th of July Celebration which is scheduled for Saturday, June 27th.

Mr. Ellis addressed Mr. Olsen's earlier questions and concerns; (1). the subdivision inspection fees are covered 100% by the developer per each executed Subdivision Development Agreement. (2). The IDB fees were authorized by the town manager, based on the Boards feedback in various meetings. Attorney Minor was asked to speak to the recuperation of the town's investment. Attorney Minor explained "the IBD is not allowed to make one penny until it returns all funds that have been invested in it by the municipality".

Mr. Ellis stated, for those interested, the IDB holds its meeting on the 2nd Tuesday of each month at 6pm in the Oakland City Hall Courtroom.

12. Old Business: Ordinances Second and Final Reading w/ Public Hearings

A. Ordinance 26-03 – FY26 General Fund and Drug Fund Budget Amendment

A motion to hear Ordinance 26-03 was made by Alderman LaBudde and seconded by Alderman Campbell.

A motion to approve the 2nd Reading of Ordinance 26-03 was made by Vice Mayor Cates. The motion was seconded by Alderman Campbell. All voted in favor, none opposed. The 2nd Reading of Ordinance 26-03 passed

13. New Business: Ordinances First Reading

None presented.

14. Consideration of Resolutions: Old Business

None presented

15. Consideration of Resolutions: New Business

A. Resolution 26-21 – The Fountains of Hidden Springs Planned Development, Section A - Approving Development Agreement

Alderman LaBudde made a motion to hear Resolution 26-21.

Town Manager Ellis introduced the new development agreement, shifting the Boards attention to a change that was made in this agreement that will carry forward on future development agreements. Turning to Section 4.7 on page 13, he stated that staff recommended the developer put the base course down, then after 2 years or at the time the subdivision reaches 80% build-out, whichever comes first, will be the determining factor for the final asphalt to be put down.

Planning Director Courton stated this change will reduce the road cuts and reduce the construction traffic on newly coated roads. He assured the Board that an inspection of the base coat will be done prior to the final coat being applied.

Mr. Courton requested, and Town Attorney Minor agreed, one additional change that would remove any ambiguity in the subdivision agreement requiring a one (1) year warranty period. Additional verbiage to Section 4.7 follows: "*Installation of the final surface course shall be subject to a one (1) year warranty period from the day of installation. This one (1) year warranty period shall be separate from, and in addition, to the previously described warranty period. Should this separate warranty period exceed the previously described warranty period, the letter of credit required for paragraph 1.8(c) and (d) shall continue to serve as the Security for this additional Warranty Period.*"

A motion was made by Alderman LaBudde to approve Resolution 26- 21 subject to the insertion of the proposed language. The motion was seconded by Alderman Bailey. Three voted in favor, with Vice Mayor Cates abstaining from the vote. Resolution 26-21 passed.

B. Resolution 26-22 - The Fountains of Hidden Springs Planned Development, Section A - Approving Subdivision Inspection Agreement

Vice Mayor Cates made a motion to hear Resolution 26-22.

Town Manager Ellis stated this is a typical Subdivision Inspection Agreement and developer incurs all costs associated with the subdivision inspections.

A motion was made by Vice Mayor Cates to approve Resolution 26-22. The motion was seconded by Alderman LaBudde. All voted in favor, none opposed. Resolution 26-22 passed.

C. Resolution 26-24 – Carrington Estates Phase 2 – Approving Subdivision Development Agreement

Alderman Bailey made a motion to hear Resolution 26-24.

Town Manager Ellis made the Board aware of a necessary revision to a developer's name upon the receipt of a title deed. Town Attorney Minor interjected that this agreement has the added verbiage as discussed in agenda item Resolution 26-21. Attorney Minor added that PMFT Holdings is currently on the title deed, however, the town has been advised that a deed has been drafted to convey title over to Carrington Estates, LLC. Upon the deed is recorded and the town is provided with a recorded copy of that deed, then the town will be allowed to sign the development agreement. In summary, Resolution 26-24 could be passed subject to receiving a recorded copy of the deed naming Carrington Estates, LLC.

Alderman LaBudde made a motion to approve 26-24 per Attorney Minor's recommendation. Alderman Bailey seconded the motion. 2 voted in favor, 2 Abstentions. A roll call vote was called by Mayor Wiggins, resulting; Alderman Cambell- Abstained due paperwork not in proper order. Alderman LaBudde – Yes, Alderman Bailey – Yes, Vice Mayor Cates -Abstained. Resolution 26-24 failed.

D. Resolution 26-25 - Carrington Estates, Phase 2 - Approving Subdivision Inspection Agreement

Resolution 26-25 was not heard. It will be brought back to the Board at the time Carrington Estates Phase 2 Subdivision Agreement is presented.

E. Resolution 26-26 – The Waters D1 Amend Subdivision Agreement And Release the Letter of Credit -Addendum

Vice Mayor Cates made a motion to hear Resolution 26-26.

Town Manager Ellis explained this as amending the original Waters D1 Subdivision Agreement by inserting the additional language that was approved earlier by this Board related to the requirements of 2 years or 80% build-out (See Resolution 26-21). He stated the base coat has been down for 2 years (+) and has 3 vacant lots left in the subdivision. Having met the new criteria; and, an inspection verifying the condition of the roads meeting town standards, staff recommends the release of the Letter of Credit.

Vice Mayor Cates made a motion to approve Resolution 26-26 per staff's recommendation. Alderman Campbell seconded the motion. All were in favor, none opposed. Resolution 26-26 passed.

F. Resolution 26-27 – The Waters D2 Letter of Credit Release – Authorization

Alderman Bailey made a motion to hear Resolution 26-27.

Town Manager Ellis stated the Waters D2 Subdivision Agreement has met the requirements necessary for the release of the Letter of Credit.

Vice Mayor Cates made a motion to approve Resolution 26-27. Alderman LaBudde seconded the motion. All were in favor, none opposed. Resolution 26-27 passed.

G. Resolution 26-28 – Brightly Software, Inc. Automated Work Order System - Contract Award

Alderman Campbell made a motion to hear Resolution 26-28.

Town Manager Ellis reported the current contract with Brightly Software is expiring. Staff are requesting approval of a newly executed 3-year contract. The renewal amounts: 1st Year = $15,220.78, 2nd Year = 15,667.41 and 3rd Year = $16,147.73.

Vice Mayor Cates made a motion to approve Resolution 26-28. Alderman LaBudde seconded the motion. All were in favor, none opposed. Resolution 26-28 passed.

H. Resolution 26-29 – Fire Hydrant Maintenance Services – Contract Award

Vice Mayor Cates made a motion to hear Resolution 26-29.

Town Manager Ellis stated the town received three (3) responses on May 1, 2026 to Request for Proposals for Fire Hydrant Services. Staff recommends awarding the 3-Year contract to the lowest bidder, and current vendor, Roger's Hydrant Service Inc. The renewal amounts: 1st Year = $596,925, 2nd Year = 596,925 and 3rd Year = $596,925.

Alderman LaBudde made a motion to approve Resolution 26-29. Vice Mayor Cates seconded the motion. All were in favor, none opposed. Resolution 26-29 passed.

I. Resolution 26-30 - TN. Soccer Academy – Contract Award

Alderman Campbell made a motion to hear Resolution 26-30

Town Manager Ellis recommended approving the 2-Year contract with Tennessee Soccer Academy, LLC.

Vice Mayor Cates requested that it be put in writing that citizens will not be charged for parking and a copy given to the Board.

Alderman Campbell made a motion to approve Resolution 26-30. Alderman LaBudde seconded the motion. 3 were in favor, with Vice Mayor Cates opposing. Resolution 26-30 passed.

J. Resolution 26-31 - Apptegy, Website Services - Contract Award

Vice Mayor Cates made a motion to hear Resolution 26-31.

Town Manager Ellis stated that website and social media platforms are required to be brought into ADA compliance which is mandated by the US Department of Justice. The DOJ bases the various compliance deadlines on population. Oakland's deadline is set for April 2028.

By contacting other municipalities to see how they are managing the mandate, Mr. Ellis and another staff member were invited to an on-site demonstration, at the Town of Atoka, of Apptegy's product. The website was impressionable. It exhibited user-friendly capabilities in retrieving information; and the ability to push out information; and satisfies in meeting the ADA compliance regulations.

Mr. Ellis recommended the contracted investment of $16,500. with Apptegy, Web Services.

Vice Mayor Cates made a motion to approve Resolution 26-31. Alderman LaBudde seconded the motion. All were in favor, none opposed. Resolution 26-31 passed.

K. Resolution 26-33 – Approving Private Charter No. 51 of the 114th General Assembly of the State of Tennessee Amending The Town of Oakland Charter

Vice Mayor Cates made a motion to hear Resolution 26-33

Town Manager Ellis pointed out while Charter changes were in accordance with the Boards wishes, that the State included a recommended change in Section 14, paragraph 2, stating the following: *The Board of Mayor and Alderman shall designate an administrative officer of the town as acting Town Manager to serve during any temporary absence or disability of the manager.*

Vice Mayor Cates made a motion to approve Resolution 26-33. Alderman LaBudde seconded the motion. A roll call vote was called by Mayor Wiggins, resulting; Alderman Cambell- Yes, Alderman LaBudde – Yes, Alderman Bailey – Yes, Vice Mayor Cates -Yes. All were in favor, none opposed Resolution 26-33 passed.

L. Resolution 26-34 – Amending The Town of Oakland Personnel Handbook, Section X, By Adding an Appeals Process

Vice Mayor Cates made a motion to hear Resolution 26-34.

Town Manager Ellis stated the Board request to devise an appeal process. While employees can appeal to the Town Manager, this provides an appeal process for Directors/Department Heads. Attorney Minor opined, he agreed that this amendment was necessary in providing Directors/Department Heads a means for appeal.

Alderman LaBudde made a motion to approve Resolution 26-34 in providing an appeals process for the Town of Oakland Directors/Department Heads. Vice Mayor Cates seconded the motion. All were in favor, none opposed. Resolution 26-34 passed.

16. Other Items of Business:

A. Establish A Date and Time For Work Session

Twon Manager Ellis reiterated a Work Session had already been scheduled for Thursday, May 28, 2026 at 6pm to discuss the FY27 Water and Wastewater Budgets, as well as any other budgetary concerns. Alderman Cates requested the official naming of the new park complex, be added to the 28th Work-Session.

Although Mr. Ellis urged the Board to set a date for the first reading of FY27 Budget – there was no date designated.

17. Adjourn

Alderman Bailey made a motion to adjourn the meeting.

Date: May 21, 2026

Adrian Wiggins, Mayor

ATTEST:

K. Yvonne Bullard, Town Recorder